

THE STUDENT AID REPORT

In the 1989-90 delivery system, all SAR's are generated by the Federal processor. As we noted in Action Letter #6, the 1990-91 SAR's will be generated by each MDE processor. This simplifies the aid process for the student by establishing a straight-line relationship between him or her and the agency whose form he or she completes: The student submits a form to an agency and receives a SAR from that same agency. If the SAR needs correcting, the student returns it to that agency and receives a corrected SAR from that same agency.

One notable difference in the new SAR's appearance is that Part 3 is no longer an optically-scanned document made of paper different than Parts 1 and 2. For 1990-91, Part 3 will be printed on the same blue paper as Parts 1 and 2 and there will be no "bubbles" to fill in. Drafts of Parts 1, 2, and 3 appear at the end of this Action Letter.

The SAR's produced by MDE's will be virtually identical in layout and color. The MDE that produces a SAR will be identified in the first paragraph of text on the Information Summary (Part 1). Also, the MDE's code will appear in the upper right of each page of the SAR above the OMB Box. The codes are: AAAAA = ACT, BBBBB = AFSA, CCCCC = CSS, PPPPP = PHEAA, UUUUU = USAF, and XXXXX = CSX. The address of the MDE that produced the SAR will be printed on the reverse side of Part 2, p. 2.

As always, the SAR lets the school know immediately whether a student is eligible or ineligible for a Pell Grant. In addition, it is the mechanism by which corrections may be made to the data originally reported and through which the Central Processing System (CPS) communicates with the student on such topics as selection for verification and questions on incomplete or inconsistent information.

There are three parts to the SAR. Their functions for 1990-91 are the same as for 1989-90:

Part 1 - Information Summary

This part serves as an eligibility letter to the student. The Pell Grant Index (PGI: known in 1989-90 as the Student Aid Index) and the Family Contribution (FC) are printed on the front (PGI and FC at the upper right) along with an explanation of how the PGI was calculated and instructions for the student. A summary of the student's

information is printed on the back of Part 1 along with the certification statements to be signed by the student: the Statement of Updated Information, Statement of Educational Purpose/Certification Statement on Refunds and Default, Statement of Registration Status, and the Anti-Drug Abuse Act Certification for Pell Grant recipients.

Part 2 - Information Review/Information Request Form

The student uses Part 2 to make any necessary corrections. Part 2 has an expanded listing of the student's information under the "You told us" column, with space for the student to correct the information under the column headed "The correct answer is." Data elements that are questioned are highlighted in bold type in Part 2. This highlighting helps the student who is reviewing or correcting a SAR by calling attention specifically to those data elements that must be considered. For 1990-91, Part 2 is two pages (four sides) in length.

The SAR, of course, contains the two additional pieces of Federal core data collected by all 1990-91 MDE applications.

- The addition of the year "1989" to the resource questions that establish dependency status.
- The addition of a second school to which the Federal data from the student's application can be sent by the Central Processing System (CPS): In 1989-90, AFSA filers could have their data sent to only one school. In 1990-91, applicants can have their Federal data forwarded by the CPS, at no cost, to two schools—whichever MDE form they complete.

If an applicant meets one of the 1990-91 "Special Conditions" (the Special Conditions are the same as they were for 1989-90—with the dates revised for 1990-91), the Financial Aid Administrator (FAA) may use Part 2 of the SAR to request a recalculation of the student's PGI. He or she should be instructed to complete the "Student's Expected 1990 Income and Benefits" section on the SAR (Section H). Dependent students would also complete Section N, "Parent's Expected 1990 Income and Benefits." The FAA then checks the "Special Condition" box at the bottom of the reverse side of Part 2, p. 2, fills in the school's Pell Institution Number, and signs it. The student must also sign, of course.

As in 1989-90, the FAA may use Part 2 in connection with the Pell Grant "first payment" option in the following manner: If you discover that a data element on a student's SAR is incorrect, you may correct it on the front of Part 2, just as the student

would. You then recalculate the PGI based on the correct information, enter the recalculated PGI in the "School Use Only" box on the bottom of the reverse side of Part 2, p. 2, enter your school's Pell I.D. number, sign it, have the student sign also, and return it to the agency that produced the SAR. You may then, before receiving the corrected SAR, make a first payment to the student.

Note that the foregoing steps are necessary only when the recalculation affects the size of the Pell Grant the student will receive. If the recalculation does not affect the size of the student's Pell Grant—an example would be when the recalculation changes the PGI by a single point, and that point does not change the Pell award—then it is not necessary to report the recalculation to the processor.

Part 3 - Payment Voucher (formerly Payment Document)

For 1990-91, there will be no change in the use of Part 3 or in the procedures relating to it. As we noted earlier, Part 3 will have no "bubbles" to fill in and will be printed on the same blue paper as Parts 1 and 2. Its use remains the same as in 1989-90: to report payments to the Pell Grant Disbursement System. Only students who are eligible for a Pell Grant will receive this part.

For the Pell Grant Program, a student must always submit a valid, i.e., a correct and complete, SAR for payment. If the information on the SAR is incorrect or incomplete, the student must go back through the system to get a valid report. Although a school may make an initial payment based on its own calculation, the school still must transmit changes back either to the CPS through the MDE that generated the SAR or to the Pell Grant Disbursement System. No further payments may be made to the student until the student submits a valid SAR to the school. In addition, the school and the student are liable for the first payment if the student does not submit a valid SAR within the established deadlines. The school and the student are also liable for the amount of any overpayment that cannot be adjusted in subsequent Pell Grant payments in the award year.

TYPES OF SAR's

There are four categories of SAR's:

- Eligible -- The PGI falls beneath the cutoff for Pell eligibility. For 1989-90, a Student Aid Index of 2100 or lower meant a student was eligible for a Pell Grant. The language of the appropriations act for fiscal year 1990 stipulates a maximum award of \$2,300; thus, a PGI of 2100 or lower means that a student will be eligible for a grant in 1990-91.

- Ineligible -- The PGI exceeds the Pell eligibility cutoff. In this case, the FC can be used to determine the student's eligibility for other aid.
- Rejected -- The student must either provide missing information or correct or confirm information that is questioned before a PGI can be calculated.
- Void -- The student has submitted an application with virtually no information reported, with dependency information confused, or dated before January 1, 1990. It also results from filing a second, third, etc., application with the same MDE.

Students with a void SAR will receive from the AFSA processor an Information Summary and a Correction AFSA. The student must complete the Correction AFSA and send it *to the AFSA processor*. The AFSA processor will forward the information to the CPS which will, in turn, transmit it to the MDE through which the student applied. That MDE will generate a SAR and send it to the student.

TRANSFERRING INFORMATION USING A SAR

A SAR can be used to initiate a request for transfer of information from one MDE processor to another. This process was discussed in detail in Action Letter #6.

OTHER INFORMATION PROVIDED ON THE SAR

Also printed on the SAR is additional information about the student's transaction, i.e., batch/serial number, agency source indicator, application model, dependency override indicator, verification reason code, and 12 Congressional Methodology Family Contribution (FC) values for enrollments between 1-12 months in length.

If a student who is eligible for the simplified needs test completes the supplemental data on the application, the MDE processor will print alternate 1-12 month values for the secondary as well as the primary FC on the SAR. The Electronic Student Aid Report (ESAR) also carries the SAR values described above. For further information about the simplified needs test and the primary and secondary FC, please refer to *The Congressional Methodology and Chapter Two of the Federal Student Financial Aid Handbook*.

Additionally, FAA's may use professional judgment to adjust the FC to take into account individual circumstances.

Individual need analysis elements used to calculate the PGI are referred to as Intermediate Values. These values appear on the last two lines at the bottom of Part 1 on an initial SAR but will not appear on rejected or void SAR's. The intermediate values are defined as follows:

- AF** - Adjusted Family Income
- EF** - Effective Family Income
- FS** - Family Size Offset
- ME** - Medical/Dental Expenses
- EE** - Employment Expense Offset
- DI** - Discretionary Income
- CI** - Contribution from Income
- BA** - Business Assets
- HA** - Home and Other Assets
- CA** - Contribution from Assets
- TC** - Total Contribution
- AC** - Adjusted Contribution
- SC** - Contribution from Dependent Student's Income
- CS** - Contribution from Dependent Student's Assets

FC intermediate values (up to three) are also printed on the first line of the bottom of Parts 1 and 2 of the SAR. These are:

- TPC** -Total Parent's Contribution
- SIC** -Student's Income Contribution
- SIS** -Student's Income Supplement

LOOKING AHEAD

1990-91 Delivery System Training Announcement.

We are pleased to announce a series of nationwide training workshops for financial aid personnel responsible for the administration of Title IV student aid programs at their institutions. These workshops will be presented by the Office of Student Financial Assistance of the U.S. Department of Education (ED) between mid-February and the end of April 1990. The two-day workshops will cover the 1990-91 Title IV student aid delivery system, from application for Federal aid through payment to the student. They will be conducted by a team composed of a Department of Education trainer and

a practicing institutional student aid administrator. The training materials were developed by the National Association of Student Financial Aid Administrators (NASFAA) under a sub-contract with the College Board/College Scholarship Service (CSS), which holds the contract with ED for 1990-91 Delivery System training.

What will be covered at the Department of Education workshops?

The workshops are designed to provide an overview of the Title IV student aid delivery system for award year 1990-91. An agenda is included as an attachment to this letter. The workshops will focus on the student aid delivery processes administered by the Department of Education, so they will include only minimal discussion of the proprietary services offered by some MDE processors. Information on those services is, as in prior years, offered in sessions sponsored by those processors for their clients.

Who should attend the workshops?

The training is designed specifically for institutional financial aid personnel with **two years or less experience** in Title IV student aid administration. Therefore, it will include extensive discussion of basic student aid concepts already well known to more experienced aid administrators. Those who possess only a very basic working knowledge of student aid programs will benefit most from the workshops. Experienced student aid administrators' information needs are expected to have been met already by 1990-91 Action Letters, MDE training, and other resources.

When and where are the workshops?

Sixty-one workshops will be offered throughout the United States and in Puerto Rico and Guam. Please refer to the attached schedule for dates and locations. Each workshop will begin at 9 a.m. and last two days, for approximately eight hours each day, including lunch and breaks. Participants should attend both days of training.

How do you register for a workshop?

There is no charge for the training or workshop materials. Participants should arrange and pay for their own transportation, meals, and housing. To preregister, complete the attached Preregistration Form and mail it to the address on the form. Since space at each workshop is limited, it is advisable to return the Preregistration Form as soon as possible.

We also encourage institutions to register only one representative, so that the maximum possible number of institutions will have an opportunity to participate in this training. The Trainee Guide that participants will receive contains resource materials to train staff who do not attend the workshops.

If you have questions about the workshops, please call the ED/NASFAA Training Project at (202) 785-0453.

What do you need to bring to the workshop?

Participants should bring a 3-ring notebook at least two inches thick for their Trainee Guide.

On behalf of the Office of Student Financial Assistance, we want to express our thanks and appreciation to institutions that are making their facilities available for this training. We look forward to the participation of student aid administrators who choose to attend the 1990-91 Delivery System Training Workshops.

Comments Solicited on 1991-92 Financial Aid Application

ED will soon be publishing a notice in the **Federal Register** soliciting comments regarding the design of the common financial aid application for the 1991-92 award year.

We are seeking the widest possible participation in the development and design of the student aid applications for the 1991-92 award year. Public comment constitutes an important communication link with the financial aid community and has proven to be extremely useful in the design of the Federal data elements, i.e., those questions contained on both the AFSA and the Federal portion of the MDE applications used to apply for Title IV aid.

ED is especially interested in comments concerning the following:

- All aspects of the design of the form and instructions, including overall appearance, type sizes, type style, the use of shading, the sequence and arrangement of the data elements, and recommendations for additional data elements.
- The clarity of the instructions.

- The burden on the applicant to complete the form and recommendations for keeping this burden to a minimum.
- The possibility of fraud and abuse by persons who charge a fee for advising or assisting applicants in completing student financial aid applications ("paid student aid application preparers") and in so doing advise applicants on how to conceal income and asset information.
- Inclusion of data elements necessary to apply for a Stafford Student Loan.
- The addition of a block which would allow an applicant to record a third college choice on the Federal core.

Please limit comments to those questions contained in the Federal core sections (Sections A through J) and do not comment on the data elements contained in the sections of the MDE forms reserved for State and institutional aid programs. A copy of the 1990-91 AFSA was mailed with Action Letter #4. Please use that copy or any 1990-91 MDE application when reviewing and submitting your comments and recommendations.

All comments should be addressed to:

Mr. Stephen D. Carter, Chief
Analysis Section, Pell Grant Branch
Division of Policy and Program Development
400 Maryland Avenue, S.W.
Room 4318, ROB-3
Washington, DC 20202-5443

Action Letter #8

The next Action Letter will cover Special Conditions and filing procedures for 1990-91. It also will contain the start-up dates for the Central Processor and the MDE's—including the AFSA processor.

Sincerely,



Roberta B. Dunn
Deputy Assistant Secretary
for Student Financial Assistance



William L. Moran
Director, Student Financial
Assistance Programs

Attachments

Request for Information Transfer

School Year 1990-91

Instructions

WHAT IS THIS FORM FOR?

If you are applying to more than one postsecondary institution, you may have found that different schools use different student financial aid applications. Every application collects information used in awarding Federal aid. The Federal portion of each application is exactly the same. However, some State scholarship agencies and postsecondary institutions require additional information which they need for awarding non-Federal aid. This data is not included on all financial aid applications and each application is slightly different.

Because of the differences in the non-Federal information that is collected on applications, your school may specify which application it wants you to fill out. However, this does not mean that you have to answer the same Federal questions all over again. You may use this form to transfer the Federal application information that you already reported on your application to another application processor. If you complete this form, the U.S. Department of Education will send the Federal information you reported on your application to the application processor you choose in Section B. Then, you only have to give the non-Federal information which may be needed by your school or college to the other application processor.

There is no charge for filling this form. However, you may later be charged for the processing of the additional non-Federal information required by your State or school to award State, private, and institutional aid.

INFORMATION COLLECTION STATEMENT

It is estimated that it will take you 15 minutes on the average to complete this form. This estimate includes the time for reviewing instructions, searching existing data sources, and completing and reviewing the collection of information. Send any comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, Information Management and Compliance Division, Washington, D.C. 20202-4651; and to the Office of Management and Budget, Paperwork Reduction Project 1840-0132, Washington, D.C. 20503.

DO NOT SEND YOUR FORM TO THESE ADDRESSES.

When you fill out this form:

- Use a pen with black or dark ink; don't use pencil.
- Print carefully, so that your form will be easy to read.

The following instructions for this form will usually answer questions that you have. If you need more help, contact your college financial aid administrator. Your school must complete the **School Use Only Box** under Section C.

Section A: Yourself

Write in the address where you will be receiving mail. All mail will be sent to this address. Don't use the address of the financial aid office. If you are changing your address information, please check the address change box.

Section B: Transfer of Application Information

In order to be considered for State, institutional or private sources of aid, you may have to transfer your Federal application information. Check with your college financial aid office or State scholarship agency to find out which application processor you need to transfer your information to.*

MAILING ADDRESSES OF APPLICATION PROCESSORS*

1. American College Testing (ACT), P.O. Box 4019, Iowa City, IA, 52243
Form: Family Financial Statement (FFS)
2. CSX Technology (CSX), P.O. Box 53555, Jacksonville, FL, 32201
Form: Application for Federal & State Student Aid (AFSSA)
3. United Student Aid Funds (USA), P.O. Box 6131, Indianapolis, IN, 46250-6131
Form: SingleFile Form
4. Federal Student Aid Programs (FSAP), P.O. Box 6371, Princeton, NJ, 08451
Form: Application for Federal Student Aid (AFSA)

***Important:** You may not use this form to transfer Federal information to any institution or State scholarship agency that requests the College Scholarship Service's Financial Aid Form (FAF), or the College Scholarship Service's Student Application for California (SAAC) or the Pennsylvania Higher Education Assistance Agency's Application for Pennsylvania State Grant & Federal Student Aid (APSGFSA). You probably will be required to fill out a complete FAF, SAAC or APSGFSA (including the Federal portion) in order to be considered for institutional and private sources of aid at these institutions and some State scholarship programs. Check with your institution. However, if you have already filled an FAF, SAAC or APSGFSA application, you may use this form to transfer the information that you reported on the FAF, SAAC or APSGFSA to one of the application processors listed above.

Deadlines

The processor must receive this form by July 31, 1991. Schools may have earlier deadlines you will have to meet.

Agenda

1990-91 Delivery System Training Workshop

Day 1

- Session 1: Introduction to the Workshop and Training Materials
- Session 2: Overview of the Federal Title IV Delivery System
- Lunch
- Session 3: The Application Process
- Session 4: Need Analysis

Day 2

- Session 5: The Student Aid Report (SAR)
- Session 6: Corrections, Recalculations and Adjustments
- Lunch
- Session 7: Pell Disbursements
- Session 8: Data Exchange

Schedule 1990-91 Delivery System Training Workshops

Region I - CT, ME, MA, NH, RI, VT

<u>Date</u>	<u>Location</u>
February 27-28, 1990	Sacred Heart University Schine Auditorium 5151 Park Avenue Fairfield, CT
March 13-14, 1989	Regis College Student Union Building Lower Student Union Multipurpose Room 235 Wellesley Street Weston, MA
March 27-28, 1990	College of Our Lady of the Elms Crystal Room, Campus Center 291 Springfield Street Chicopee, MA
April 17-18, 1990	New Hampshire College New Hampshire Hall U.S. Route 3 Hooksett, NH
April 24-25, 1990	To be announced

Region II - NY, NJ, PR, VI

<u>Date</u>	<u>Location</u>
February 21-22, 1990	Fairleigh Dickinson University Upper Lecture Hall Sammartino Hall (Round Building) Passaic and Montross Rutherford, NJ

March 14-15, 1990	Bayamon University College of the Inter American University of Puerto Rico Road 174, URB Station Industrial Minillas Bayamon, PR
March 20-21, 1990	St. John's University Council Hall Grand Central and Utopia Parkways Jamaica, NY
March 22-23, 1990	Hudson Valley Community College Fitzgibbons Lecture Hall 80 Vandenburg Avenue Troy, NY
April 17-18, 1990	St. John Fisher College The Kearney Auditorium Kearney Building Rochester, NY

Region III - DE, DC, MD, PA, VA, WV

<u>Date</u>	<u>Location</u>
February 22-23	Dickinson College ATS Auditorium Carlisle, PA
March 1-2, 1990	Old Dominion University Webb Building Portsmouth Chesapeake Room Hampton Boulevard Norfolk, VA
March 15-16, 1990	Essex Community College Lecture Hall, Room 120 Business and Industrial Meeting Bldg. Rossville Boulevard Baltimore, MD
March 22-23, 1990	University of the District of Columbia Building 41, Room A-03 4200 Connecticut Avenue, NW Washington, DC

March 29-30, 1990	University of Delaware Purnell Hall, Room 115 Anstel Avenue and Orchard Road Newark, DE
April 19-20, 1990	West Virginia State College Wallace Hall, Room 122 Institute, WV

Region IV - AL, FL, GA, KY, MS, NC, SC, TN

<u>Date</u>	<u>Location</u>
February 21-22, 1990	University of Kentucky Student Center, Old Theater Lexington, KY
February 27-28, 1990	Millsaps College Academic Complex, Recital Hall Jackson, MS
March 5-6, 1990	Alabama State University The J. G. Hardy University Center The Alabama Room 915 South Jackson Montgomery, AL
March 8-9, 1990	Mercer University School of Medicine Building Auditorium Macon, GA
March 20-21, 1990	Hillsboro Community College Ybor Campus Administration Building The Ybor Room 2001 14th Street Tampa, FL
March 28-29, 1990	Tennessee State University Charlotte Building, Room 358 330 10th Avenue, North Nashville, TN
April 2-3, 1990	NC A&T State University McNair Hall, Auditorium East Market Street Greensboro, NC
April 5-6, 1990	Midlands Technical College Airport Campus Academic Center Auditorium 1260 Lexington Avenue West Columbia, SC

April 26-27, 1990

Nova University
Mailman Building Auditorium
3301 College Avenue
Ft. Lauderdale, FL

Region V - IL, IN, MI, MN, OH, WI

<u>Date</u>	<u>Location</u>
March 6-7, 1990	The Ohio State University West Campus Mount Hall, Room 145 1050 Carmack Road Columbus, OH
March 13-14, 1990	Henry Ford Community College Liberal Arts Building, Room L-14 5101 Evergreen Dearborn Heights, MI
March 15-16, 1990	Sangamon State University Interim Campus, L Building Springfield, IL
March 21-22, 1990	The Water Front Plaza Hotel 2930 Water Front Parkway West Indianapolis, IN
April 2-3, 1990	University of Minnesota - Twin Cities Coffman Memorial Union Campus Club, East Wing 300 Washington Avenue, SE Minneapolis, MN
April 5-6, 1990	Aquinas College Wege Center Ballroom 1607 Robinson Road, SE Grand Rapids, MI
April 16-17, 1990	University of Wisconsin at Madison Memorial Union 728 State Street Madison, WI

April 19-20, 1990

Loyola University Chicago
Marquette Center, Georgetown Room
820 North Michigan Avenue
Chicago, IL

Region VI - AR, LA, NM, OK, TX

<u>Date</u>	<u>Location</u>
February 28 - March 1, 1990	Rose State College Tom Steed Center I 40 East at Hudiburg Drive Midwest City, OK
March 7-8, 1990	University of Central Arkansas Student Center Building Student Union Ballroom Conway, AR
March 13-14, 1990	Southern Methodist University Hughes Trigg Student Center, Theater 3140 Dyer Dallas, TX
March 20-21, 1990	University of Houston University Center, Houston Room Houston, TX
March 28-29, 1990	Louisiana College Walker Student Center 1140 College Drive Pineville, LA
April 3-4, 1990	Eastern New Mexico University Campus Union Building, Ballroom Portales, NM
April 18-19, 1990	University of Texas at San Antonio Multidisciplinary Studies Building The Kiva Room 6900 FM 1604 West San Antonio, TX

Region VII - IA, KS, MO, NE

<u>Date</u>	<u>Location</u>
March 14-15, 1990	University of Missouri at Columbia Hearnes Center, Room 311 Stadium Boulevard Columbia, MO
April 2-3, 1990	Iowa State University Iowa State Center Scheman Continuing Education Building Ames, IA
April 5-6, 1990	University of Nebraska Nebraska Union Centennial Room 14th and R Streets Lincoln, NE
April 17-18, 1990	University of Kansas Kansas Union, Kansas Room Lawrence, KS

Region VIII - CO, MT, ND, SD, UT, WY

<u>Date</u>	<u>Location</u>
February 21-22, 1990	University of Utah A. Ray Olpin University Union, Theater Salt Lake City, UT
March 6-7, 1990	Colorado School of Mines Green Center, Metals Hall, First Floor 15th and Illinois Streets Golden, CO
March 20-21, 1990	Eastern Montana College Student Union Building, Ballroom Billings, MT
April 3-4, 1990	Kelly Inn 1800 North 12th Street Bismarck, ND

April 11-12, 1990

Kings Inn Best Western
Crown Room, Third Floor
220 South Pierre
Pierre, SD

Region IX - AZ, CA, HI, NV, AS, GM, TT

<u>Date</u>	<u>Location</u>
February 26-27, 1990	University of Nevada Reno Travis Student Union Building Pine Room Reno, NV
March 1-2, 1990	Howard Johnson Motel University Drive and the Interstate Phoenix, AZ
March 5-6, 1990	University of the Pacific McGeorge School of Law Lecture Hall 3200 5th Avenue Sacramento, CA
March 8-9, 1990	University of San Diego DeSales Hall, Solomon Lecture Hall San Diego, CA
March 12-13, 1990	Mt. San Antonio College Applied Science and Technology Building Building 28A, Room 103 1100 North Grand Avenue Walnut, CA
March 14-15, 1990	California Institute of Technology Baxter Lecture Hall 1201 East California Boulevard Pasadena, CA
March 20-21, 1990	Kaimuki Regional Library 1041 Koko Head Avenue Honolulu, HI
March 26-27, 1990	The Cliff Hotel Agana Heights, Guam

Region X - AK, ID, OR, WA

<u>Date</u>	<u>Location</u>
February 27-28, 1990	Mt. Hood Community College Main Academic Center Town and Gown Room 26000 SE Stark Gresham, OR
March 7-8, 1990	Pacific Lutheran University University Center Chris Knutson Room Tacoma, Washington
March 27-28, 1990	Boise State University Student Union Building The Big Four Room University Drive Boise, ID
April 4-5, 1990	University of Alaska, Anchorage Anchorage, AK

**Preregistration Form
1990-91 Delivery System Training Workshops**

**If you wish to attend a 1990-91 Delivery System Training Workshop,
please complete this form and mail to:**

**NASFAA Training Project
1920 L Street, N.W., Suite 200
Washington, D.C. 20036**

Name: _____

Title: _____

Number of years in Title IV financial aid administration: _____

Name of institution: _____

Address of institution: _____

Telephone number (including area code): _____

Workshop location (city/state): _____

Workshop dates: _____

Note: You will not receive confirmation of your preregistration, but you will be notified if space is not available at the site you have selected.



1990-91 Student Aid Report

Federal Student Aid Programs

Part 1 - Information Summary

UUUUU
OMB No. 1840-0132
Form Approved
Exp. 12-31-91

Comments relating to the data the student reported, his or her eligibility status, selection for verification, etc. will appear here.

This section contains information from your application. Use the Information Review Form (Part 2 of your SAR) to correct this information, Do not make corrections on this page!

*** STUDENT'S INFORMATION ***

1. LAST NAME	
2. FIRST NAME 3. MIDDLE INITIAL	
4. PERMANENT STREET ADDRESS	
5. CITY	
6. STATE 7. ZIP CODE	
8. STATE OF LEGAL RESIDENCE	
9. SOCIAL SECURITY NUMBER	
10. DATE OF BIRTH	
11. CITIZENSHIP STATUS	
12. ALIEN REGISTRATION #	
13. MARITAL STATUS	
14. YEAR IN COLLEGE IN 1990-91	
15. FIRST BACHELOR'S DEGREE BY 7-1-90?	
16. BORN BEFORE 1-1-67?	
17. VETERAN OF U.S. ARMED FORCES?	
18. ORPHAN OR WARD OF COURT?	
19. HAVE DEPENDENTS OTHER THAN SPOUSE?	
20. PARENTS CLAIM AS EXEMPTION IN 1988?	
21. PARENTS CLAIM AS EXEMPTION IN 1989?	
22. PARENTS CLAIM AS EXEMPTION IN 1990?	
23. 1st YEAR FEDERAL STUDENT AID REC'D	
24. RESOURCES OF 4000 OR MORE IN 1985?	
25. RESOURCES OF 4000 OR MORE IN 1986?	
26. RESOURCES OF 4000 OR MORE IN 1987?	
27. RESOURCES OF 4000 OR MORE IN 1987?	
28. RESOURCES OF 4000 OR MORE IN 1987?	
29. RESOURCES OF 4000 OR MORE IN 1988?	
30. RESOURCES OF 4000 OR MORE IN 1988?	
31. RESOURCES OF 4000 OR MORE IN 1989?	
32. NUMBER OF FAMILY MEMBERS	
33. NUMBER IN COLLEGE IN 1990-91	
34. 1989 TAX RETURN STATUS	
35. EXEMPTIONS CLAIMED	
36. INCOME FROM INCOME TAX FORM	
37. U.S. INCOME TAX PAID	
38. STUDENT'S INCOME EARNED FROM WORK	
39. SPOUSE'S INCOME EARNED FROM WORK	
40. ANNUAL SOCIAL SECURITY BENEFITS	
41. ANNUAL AFDC/ADC	
42. ANNUAL CHILD SUPPORT RECEIVED	
43. OTHER UNTAXED INCOME	
44. MEDICAL/DENTAL EXPENSES	
45. ELEM/JR. HIGH/SR. HIGH TUITION	
46. TUITION PAID FOR HOW MANY CHILDREN?	
47. STUDENT/SPOUSE DISPLACED HOMEMAKER?	
48. CASH, SAVINGS, AND CHECKING	
49. HOME VALUE	
50. HOME DEBT	
51. OTHER REAL ESTATE/INVESTMENT VALUE	
52. OTHER REAL ESTATE/INVESTMENT DEBT	
53. BUSINESS/FARM VALUE	
54. BUSINESS/FARM DEBT	
55. ASSETS INCLUDE A FARM?	

56. MONTHLY GI BILL VETERANS/DEAP BENEFITS	
57. GI BILL VETERANS/DEAP BENEFIT MONTHS	
58. MONTHLY CONTRIB VETERANS BENEFITS	
59. CONTRIB VETERANS BENEFIT MONTHS	
60. STUDENT/SPOUSE A DISLOCATED WORKER?	
61. STUDENT'S EXPECTED 1990 TAX PAID	
62. STUDENT'S EXPECTED 1990 EARNED INCOME	
63. SPOUSE'S EXPECTED 1990 EARNED INCOME	
64. EX(ECTED) 1990 OTHER TAXABLE INCOME	
65. EXPECTED 1990 UNTAXED INCOME	
66. COLLEGE NAME	
67. COLLEGE STREET ADDRESS	
68. COLLEGE CITY AND STATE	
69. COLLEGE NAME	
70. COLLEGE STREET ADDRESS	
71. COLLEGE CITY AND STATE	
72. SHOULD DATA BE RELEASED TO STATE?	
73. SHOULD DATA BE RELEASED TO COLLEGE?	
74. SIGNED BY	
75. DATE SIGNED	

*** PARENTS' INFORMATION ***

76. MARITAL STATUS	
77. STATE OF LEGAL RESIDENCE	
78. NUMBER OF FAMILY MEMBERS	
79. NUMBER IN COLLEGE IN 1990-91	
80. 1990 TAX RETURN STATUS	
81. EXEMPTIONS CLAIMED	
82. INCOME FROM INCOME TAX FORM	
83. U.S. INCOME TAX PAID	
84. FATHER'S INCOME EARNED FROM WORK	
85. MOTHER'S INCOME EARNED FROM WORK	
86. ANNUAL SOCIAL SECURITY BENEFITS	
87. ANNUAL AFDC/ADC	
88. ANNUAL CHILD SUPPORT RECEIVED	
89. OTHER UNTAXED INCOME	
90. MEDICAL/DENTAL EXPENSES	
91. ELEM/JR. HIGH/SR. HIGH TUITION	
92. TUITION PAID FOR HOW MANY CHILDREN?	
93. EITHER PARENT A DISPLACED HOMEMAKER?	
94. AGE OF OLDER PARENT?	
95. CASH, SAVINGS, AND CHECKING	
96. HOME VALUE	
97. HOME DEBT	
98. OTHER REAL ESTATE/INVESTMENT VALUE	
99. OTHER REAL ESTATE/INVESTMENT DEBT	
100. BUSINESS/FARM VALUE	
101. BUSINESS/FARM DEBT	
102. ASSETS INCLUDE A FARM?	
103. EITHER PARENT A DISLOCATED WORKER?	
104. EXPECTED 1990 TAX PAID	
105. FATHER'S EXPECTED 1990 EARNED INCOME	
106. MOTHER'S EXPECTED 1990 EARNED INCOME	
107. EXPECTED 1990 OTHER TAXABLE INCOME	
108. EXPECTED 1990 UNTAXED INCOME	

Student's Use Box

STATEMENT OF UPDATED INFORMATION

I certify that, as of the date I sign this statement, items 18 through 31 and either 32 and 33 or 78 and 79 reflect any changes that have occurred since I applied other than any changes caused by a change in marital status.

STATEMENT OF REGISTRATION STATUS

I certify that I am registered with Selective Service.
 I certify that I am not required to be registered with Selective Service, because:

- I am female.
- I am in the armed services on active duty.
(Note: Does not apply to members of the Reserves and National Guard who are not on active duty)
- I have not reached my 18th birthday.
- I was born before 1960.
- I am a citizen of the Federated States of Micronesia, or the Marshall Islands, or a permanent resident of the Trust Territory of the Pacific Islands (Palau)

STATEMENT OF EDUCATIONAL PURPOSE/

CERTIFICATION STATEMENT ON REFUNDS AND DEFAULT

I certify that I do not owe a refund on any grant, am not in default on any loan, and have not borrowed in excess of the loan limits, under the Title IV programs, at any institution. I will use all Title IV money received only for expenses related to my study at:

ANTI-DRUG ABUSE ACT CERTIFICATION (PELL GRANT ONLY)
I certify that, as a condition of my Pell Grant, I will not engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance during the period covered by my Pell Grant.

(Name of Institution)

(Student's Signature)

(Date)

WARNING: To receive Title IV financial aid, items indicated in the Statement of Updated Information must be current information, you must complete the Statement of Educational Purpose/Certification Statement on Refunds and Default, the Anti-Drug Certification, and you must be registered with Selective Service, if you are required to register. If you purposely give false or misleading information, you may be subject to a fine of up to \$10,000, imprisonment for up to 5 years, or both.

1990-91 Student Aid Report

Federal Student Aid Programs

Part 2 - Information Review Form

Processed:
PGI:
FC:

UUUUU
OMB No. 1840-0132
Form Approved
Exp. 12-31-91

Be sure to read the certification on the back of the following page. Do so now.

- Pay special attention to items in **BOLDFACE TYPE**; they may need to be corrected.
- To correct an item, print the correct answer under the column marked "The correct answer is"
- Send all pages of Part 2 to make corrections. Do not attach tax or any other forms.

We asked for	You told us	The correct answer is	
A. Student's Information			
		1	
		2	3. M.I.
		4	
		5	
	6 State	7. ZIP Code	
	8		
	9	-	-
	10	-	-
	11		
	12		
	13		
	14		
	15	<input type="checkbox"/> Yes <input type="checkbox"/> No	
B. Student's Status			
	16	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	17	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	18	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	19	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	20	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	21	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	22	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	23		
	24	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	25	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	26	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	27	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	28	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	29	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	30	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	31	<input type="checkbox"/> Yes <input type="checkbox"/> No	
C. Student's (Spouse's) Household Information			
	32		
	33		
D. Student's 1989 Income and Benefits			
	34		
	35		
	36 \$.00	
	37 \$.00	
	38 \$.00	
	39 \$.00	
	40 \$.00	
	41 \$.00	
	42 \$.00	
	43 \$.00	



We asked for	You told us	The correct answer is
E. Student's 1989 Expenses		
	44 \$.00
	45 \$.00
	46	
F. Student's Asset Information		
	47 <input type="checkbox"/> Yes <input type="checkbox"/> No	
	48 \$.00
	49 \$.00
	50 \$.00
	51 \$.00
	52 \$.00
	53 \$.00
	54 \$.00
	55 <input type="checkbox"/> Yes <input type="checkbox"/> No	
G. Student's Veterans Benefits		
	56 \$.00
	57	
	58 \$.00
	59	
H. Student's Expected 1990 Income and Benefits		
	60 <input type="checkbox"/> Yes <input type="checkbox"/> No	
	61 \$.00
	62 \$.00
	63 \$.00
	64 \$.00
	65 \$.00
I. College Release and Certification		
	66	
	67	
	68	
	69	
	70	
	71	
	72	DO NOT CORRECT
	73	DO NOT CORRECT
	74	DO NOT CORRECT
	75	DO NOT CORRECT

Your Information Review Form is continued on the following page. Please refer to the instructions on the front of this page when reviewing the rest of your information. If corrections are made, send all pages of Part 2.

**1990-91 Student Aid Report
Federal Student Aid Programs
Part 2 - Information Review Form**

Processed:

UUUUU
OMB No. 1840-0132
Form Approved
Exp. 12-31-91

CONTINUED

Continue reviewing this form as instructed on the previous page
Be sure to read the information on the back of this page.

We asked for	You told us	The correct answer is
J. Parent's Household Information		
	76	
	77	
	78	
	79	
K. Parent's 1989 Income and Benefits		
	80	
	81	
	82 \$.00
	83 \$.00
	84 \$.00
	85 \$.00
	86 \$.00
	87 \$.00
	88 \$.00
	89 \$.00
L. Parent's 1989 Expenses		
	90 \$.00
	91 \$.00
	92	
M. Parent's Asset Information		
	93	<input type="checkbox"/> Yes <input type="checkbox"/> No
	94	
	95 \$.00
	96 \$.00
	97 \$.00
	98 \$.00
	99 \$.00
	100 \$.00
	101 \$.00
	102	<input type="checkbox"/> Yes <input type="checkbox"/> No
N. Parent's Expected 1990 Income and Benefits		
	103	<input type="checkbox"/> Yes <input type="checkbox"/> No
	104 \$.00
	105 \$.00
	106 \$.00
	107 \$.00
	108 \$.00

IF YOU MADE NO CHANGES

- complete the STUDENT'S USE BOX on Part 1 of your SAR
- take all parts of your SAR to your school

IF YOU NEED ANOTHER COPY

- write to: Federal Student Aid Programs
c/o United Student Aid Funds, P.O. Box 6131
Indianapolis, Indiana 46206-6131
- include your name and social security number

IF YOU MADE CHANGES

- sign the statement to the right
- send both pages of Part 2 to:
Federal Student Aid Programs
c/o United Student Aid Funds
P. O. Box 6131
Indianapolis, Indiana 46250-6131

CERTIFICATION

All of the information on this SAR is true and complete to the best of my knowledge. If I am asked, I agree to give proof that my information is correct. This proof might include a copy of the 1989 U.S. Income Tax Form filed by me or my family. I understand that if I purposely give false or misleading information on this SAR, I may be subject to a \$10,000 fine, a prison sentence, or both.

STUDENT _____ DATE _____

PARENT _____ DATE _____

School Use OnlyFAA Recalculated PGI Request for Information Transfer
(RIT) Special Condition Pell Institution No.

FAA Signature _____



1990 - 91 STUDENT AID REPORT

Part 3 - Pell Grant Payment Voucher

- FOR SCHOOL USE ONLY -

Do not staple, tear or paper clip this form

FORM APPROVED
OMB NO. 1840-0132
Expiration Date 12-31-91

COMMENTS REGARDING PAYMENT DATA:

SCHOOL CERTIFICATION

I certify that payments to this student are correct according to Pell Grant Program regulations and statutes, instructions in the Student Financial Aid Handbook and the 1990-91 Payment Schedule.

I further certify that the student is making satisfactory academic progress in an eligible program, has signed a Statement of Updated Information, a Statement of Educational Purpose/Certification Statement on Refunds and Defaults, a Statement of Registration Status (if required), and an Anti-Drug Abuse Act Certification, and has provided any documents for verification (if required).

I believe that the data supplied by the student, from which the Student Aid Report was produced, are accurate. I understand that my school is liable for incorrect payments made to the student and that if I knowingly make false or misleading statements on this report, I am subject to a fine of up to \$10,000, imprisonment for up to 5 years, or both, under provisions of the United States Criminal Code (including 18 U.S.C. 1001).

SIGNED BY _____ DATE _____

SCHOOL NAME _____

CITY _____ STATE _____

oo

1 PELL INSTITUTION ID OF CAMPUS ATTENDED		2 ACADEMIC CALENDAR		3 COST OF ATTENDANCE (Dollars Only)		4 VERIFICATION STATUS																																											
<input type="checkbox"/> Yes <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 25%;"></td><td style="width: 25%;"></td><td style="width: 25%;"></td><td style="width: 25%;"></td></tr> </table>						<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%; text-align: center;">1 Credit hour (non-term)</td><td style="width: 50%; text-align: center;"><input type="checkbox"/> A</td></tr> <tr><td style="text-align: center;">2 Quarter</td><td style="text-align: center;"><input type="checkbox"/> B</td></tr> <tr><td style="text-align: center;">3 Semester</td><td style="text-align: center;"><input type="checkbox"/> C</td></tr> <tr><td style="text-align: center;">4 Trimester</td><td style="text-align: center;"><input type="checkbox"/> D</td></tr> <tr><td style="text-align: center;">5 Clock hour</td><td style="text-align: center;"><input type="checkbox"/> E</td></tr> <tr><td></td><td style="text-align: center;"><input type="checkbox"/> F</td></tr> <tr><td></td><td style="text-align: center;"><input type="checkbox"/> G</td></tr> <tr><td></td><td style="text-align: center;"><input type="checkbox"/> H</td></tr> <tr><td></td><td style="text-align: center;"><input type="checkbox"/> I</td></tr> <tr><td></td><td style="text-align: center;"><input type="checkbox"/> J</td></tr> </table>		1 Credit hour (non-term)	<input type="checkbox"/> A	2 Quarter	<input type="checkbox"/> B	3 Semester	<input type="checkbox"/> C	4 Trimester	<input type="checkbox"/> D	5 Clock hour	<input type="checkbox"/> E		<input type="checkbox"/> F		<input type="checkbox"/> G		<input type="checkbox"/> H		<input type="checkbox"/> I		<input type="checkbox"/> J	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr> </table>				<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr> </table>																	
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5 TERM-BASED SCHOOLS ONLY		CLOCK HOUR OR NON-STANDARD TERM CREDIT HOUR SCHOOLS ONLY		6 AMOUNT PAID TO DATE		7 REMAINING AMOUNT TO BE PAID																																											
A. Enrollment status <input type="checkbox"/> 1 Full Time <input type="checkbox"/> 2 Half Time <input type="checkbox"/> 3 Three-quarter Time <input type="checkbox"/> 4 Other		B. Hours expected to complete in all payment periods this award year C. Hours in school academic year		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 25%;"></td><td style="width: 25%;"></td><td style="width: 25%;"></td><td style="width: 25%;"></td></tr> </table>						<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 25%;"></td><td style="width: 25%;"></td><td style="width: 25%;"></td><td style="width: 25%;"></td></tr> </table>																																							
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8 MONTHS IN WHICH REMAINING PAYMENTS WILL BE MADE		9 DATE ENROLLED THIS AWARD YEAR		10																																													
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MAKE NO MARKS IN THIS BOX <div style="border: 1px solid black; width: 100px; height: 20px; margin: 10px 0;"></div>																																																	

SAMPLE PRINT OF FORM : PPVBSC

